

JOB TITLE: **STRATEGIC DIRECTOR OF THE GREEN AND BUILT ENVIRONMENT**

RESPONSIBLE TO: Chief Executive

RESPONSIBLE FOR: As a member of the Council's Corporate Management Team to provide strategic leadership to the Council

Effective integration between all services within the Directorate

Strategic planning for all services within the Directorate

Overall planning and management of resources for the above services

GRADE: SML 16

MAIN PURPOSE OF JOB:

- ◆ As a member of the Council's Corporate Management Team to contribute to and work within the Council's overall policies to lead the staff of the Council and to develop and implement strategies to further the Council's objectives and core values.
- ◆ To lead transformational change across all GBE services in Slough and to ensure clear accountability across all such services.
- ◆ To provide leadership, direction and management for GBE services in Slough, ensuring the necessary contribution to Council plans and objectives.

MAIN RESPONSIBILITIES:

Corporate

1. To make a significant contribution to the Corporate Management Team's leadership of the Council.

2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
3. To promote corporate working and lead or work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.
4. To be a member of the Corporate Management Team and to lead the Directorate Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
5. To work with the Chief Executive, Directors, Heads of Service and Members to ensure services are integrated at the point of delivery.
6. To work with a range of partners, the community and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.
7. To promote a positive image of Slough, raise the profile of the Council and act as an ambassador at local and national level, attending and presenting at conferences, seminars and working parties, as may be required.
8. To comply with the Council's Standing Orders and the Code of Conduct and to advise the Chief Executive and Members as necessary.
9. To promote and adopt a rigorous approach to Best Value, including carrying out the necessary work as specified in the Council's Best Value Performance Plan.
10. To ensure full compliance with the Health and Safety at Work Act etc. 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.
11. To promote the Council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
12. To undertake any other duties consistent with the Council's expectations of a senior manager.

Service

1. To deliver effective and efficient management of the Green and Built Environment Directorate, its financial and other resources and achieve best value in the delivery of the directorate's services.

2. To provide high quality and timely advice to the Council advising the Cabinet, Scrutiny Committee and Panels, Members, the Chief Executive and other colleagues officers on all aspects of the directorate's functions.
3. To have lead responsibility for planning and implementing changes and raising standards to ensure GBE services meet the needs of the community coherently and effectively.
4. To provide leadership and ensure a clear direction for GBE services within the Council; with partners; in the community; and that GBE services are fully integrated into the Council's plans and objectives.
5. To have lead responsibility for managing the Community Safety Partnership and delivering on Community Safety priorities working closely with the Chief Executive and other key stakeholders.
6. To take forward the Council's agenda 21 policies and strategies.
7. To develop partnership arrangements to deliver integrated service provision with Health, Police, the voluntary sector and other agencies.
8. To deliver or commission cost effective, efficient, high quality, responsive, robust and integrated services which meet the Council's statutory responsibilities within the resources made available.
9. To lead the Directorate ensuring the achievement of liP status and that the Council's HR policies are in place to motivate, train and appraise employers to optimise their skills, contributions and outputs.
10. To plan and keep under review the Directorate's budget strategy in line with the priorities agreed by the Council; to monitor and control budgets and ensure clear accountability.
11. To take optimum advantage of any external funding opportunities to increase investment in the Directorate.
12. To plan and implement changes in structures, systems, practices and procedures to achieve an organisational culture that is rooted in customer care, operational efficiency and best practice and which promotes the Council as a learning organisation.
13. To ensure that service, statutory and other required plans, strategies and reports are prepared effectively, co-ordinated for the department, achieve targeted actions and timescales, are properly consulted upon and effectively monitored.
14. To manage responses to external inspections, review and monitor action plans and to develop processes for self evaluation and review.

Person Specification
Strategic Director of Green and Built Environment

	Description	Essential/ Desirable	
Experience	Extensive and varied experience as a senior manager in the functions covered by the post	Essential	
	Experience of contributing to cross-Council projects and policy delivery	Essential	
	Track record of innovation in determining and realising objectives in the functions covered by the post	Essential	
	Success in building and leading teams and acting in partnership with others	Essential	
	Record of successfully developing and implementing strategies addressing major corporate issues and best value	Desirable	
	Record of achievement in promoting service improvement and customer care	Essential	
	Working within and understanding diverse communities	Desirable	
	Commissioning and oversight of major contracts	Desirable	
Knowledge	Major challenges and opportunities facing services within the remit	Essential	
	Aims and objectives of legislative and regulatory framework within which the services operate	Essential	
	A clear understanding of budget management, Best Value and performance management	Essential	
	Knowledge of the current major challenges and policy issues facing local government	Essential	

Key competencies	Leadership skills to inspire commitment from teams and individuals in the directorate and throughout the Council together with the ability to motivate and develop staff and foster a positive organisational culture	Essential	
	A well-developed strategic perspective, creatively applied in response to a range of GBE and corporate issues	Essential	
	Lateral thinking used to develop creative solutions to partnership working and management issues and creating ownership of these amongst key audiences	Essential	
	Understands and applies Best Value principles to ensure the most cost-effective outcomes are achieved within limited resources	Essential	
	Has the personal credibility and interpersonal skills to work appropriately and effectively with politicians, key stakeholders, government representatives and colleagues	Essential	
	Draws logical conclusions from the analysis and interpretation of complex textual, financial and numerical information	Essential	
	Communicates clearly, simply and effectively. Can influence a wide range of audiences	Essential	
	Manages change and conflicting and competing priorities effectively	Essential	
	Negotiates effectively to ensure the best interest of the Council	Essential	
	Resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis	Essential	

	A strong team player at Corporate Management level through a collaborative approach and solution orientated	Essential	
	Committed to social inclusion and to equality of opportunity in employment and service delivery	Essential	
	Applies ICT solutions to improve service delivery	Desirable	
Qualifications	Degree or equivalent level of demonstrable attainment	Essential	
	An appropriate professional qualification	Essential	
	Evidence of continuous professional development	Essential	
	Management qualifications, e.g. DMS or MBA	Desirable	